



The California Department of Fish & Game invites you to take the Open – Nonpromotional Examination for Associate Biologist (General)



This examination will create an eligible list that will be used to fill Associate Biologist (Botany), Associate Biologist (Marine/Fisheries), and Associate Biologist (Wildlife) positions with the Department of Fish and Game. Applicants interested in these specialties are encouraged to submit an application.

Why not work to benefit California's environment?

Want to work with dedicated people who value and enjoy their work?

Our employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.



About the State Examination & Hiring Process:

The first step in the State hiring process requires you to take a competitive examination for each separate permanent job classification. Examinations may be written, interview, or performance-based and are designed to test the knowledge and abilities required for the classification. After you take and pass a State examination, you are ranked and placed on an employment list for that classification. Once you are placed on the employment list, you can apply for job openings in that classification. For more information on the State examination and hiring process, visit our website at <http://www.dfg.ca.gov/hrb/>.

Position Information

Duties: The Associate Biologist (General) performs technical biological work related to native plant, marine/fisheries, and/or wildlife management or research activities. Biological or ecological activities typically include biological surveys or investigations, assessing projects or developments for impacts on resources, and the preparation and evaluation of resource habitat development, restoration or management plans.

Salary Range: \$4,633 - \$5,584

How to Apply for this Examination

Testing Periods: Testing is considered continuous; as applications are accepted on a continuous basis and the testing office notifies and tests applicants as needs warrant. **YOU MAY TEST ONLY ONCE IN A TWELVE-MONTH PERIOD.**

Eligible List Information: A departmental open list will be established for use by the Department of Fish and Game. This list will be used to fill Associate Biologist (Botany), Associate Biologist (Marine/Fisheries), and Associate Biologist (Wildlife) positions. Applicants interested in these specialties are encouraged to submit an application.

Where to Mail: The State Examination Application (Form 678) may be filed in person or by mail at:

Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217b
Sacramento, CA 95814

How to Get an Application: Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at www.spb.ca.gov/jobs/stateapp_adobe.htm.

Accommodations for Persons with Disabilities: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

Requirements for Admittance to the Examination

Minimum Qualifications for Admittance:

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II, or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EDUCATION: Equivalent to graduation from an accredited college, or equivalent degree, certificate or diploma approved by the California Superintendent of Public Instruction under the provisions of the California Education Code, Section 94310, with specialization in Zoology, Botany, Fishery Biology, Conservation Biology, Herpetology, Marine Biology, Wildlife Management, or a closely related biological field.

AND

EITHER I: One year of experience in the California state service performing the duties equivalent to those of a Biologist (General), Range B.

OR II: Three years of increasingly responsible biological experience involving multiple species and/or habitats. One year of this experience must be equivalent in level to planning, leading and performing technical biological work in connection with a major field activity. [Experience in California state service applied toward this one-year requirement must be equivalent in level to a Biologist (General), Range B] (Possession of a Doctorate Degree in Zoology, Botany, Fishery Biology, Conservation Biology, Herpetology, Marine Biology, Wildlife Management or a similar biological science may be substituted for the required experience; possession of a master's degree may be substituted for two years of the required general experience; candidates who are within one year of receiving their doctorate or master's degree may be admitted to the exam, but must receive the degree before they are eligible for appointment, if the advanced degree was counted toward meeting the experience requirements.)

Make Sure you Also Meet These Conditions:

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

Examination Information

Type of Examination:

This examination consists of a **supplemental application weighted 100.00%**. To obtain a position on the eligible list, you must attain a minimum rating of 70.00%. **COMPETITORS WHO DO NOT COMPLETE THE SUPPLEMENTAL APPLICATION WILL BE DISQUALIFIED.**

**Scope of Examination:
(STUDY THIS to prepare for examination)**

A. Knowledge of:

1. General principles of zoology, botany, and ecology.
2. Scientific research methods and techniques involving zoology, botany, and ecology, and other related biological sciences and their application to resource conservation and management activities.
3. Fundamentals of statistics and use of statistical measures.
4. Natural and physical science relating to fish, plant and wildlife resources and their environment.
5. Departmental policies relating to the conservation and restoration of California's fish, marine, plant and wildlife resources.
6. Activities of other governmental agencies and private organizations interested in fish, plant and wildlife conservation and management.
7. Laws and regulations relating to the conservation and restoration of fish, plant and wildlife resources in California.

B. Ability to:

1. Direct the work of entry-level Biologists, scientific/seasonal aids, volunteers and others.
2. Plan, organize, and carry out research work.
3. Analyze and evaluate data and make recommendations based on findings.
4. Analyze situations accurately and take effective action.
5. Establish and maintain cooperative relations with those contacted in the work in order to facilitate the Department's mission.
6. Prepare and/or coordinate the preparation of clear, complete and technically accurate reports.
7. Communicate effectively both verbally and in writing.
8. Evaluate studies related to their impacts on California's fish, marine, plant, wildlife and related resources.

Veterans Preference:

Veterans' preference credits will not be granted in this examination.

Career Credits:

Career credits will be granted in this examination.

Length of List Eligibility:

Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. This examination will be administered on a continuous basis. Competitors will have the option of retesting after the 12-month testing period. Competitors choosing to retest and who are successful in the examination will be merged into the list in order of final score regardless of date. The highest score takes precedence regardless of examination date.

Questions?

If you have any questions concerning the Associate Biologist (General) examination or the testing process, please contact Tanya Bell, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at www.dfg.ca.gov.

Additional General Information

IMPORTANT: What to do if you haven't received any notifications:

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria.

All candidates who pass are ranked according to their scores.

Career Credits

In open, nonpromotional examinations, Career Credits are granted to: (1) State employees with permanent civil service status, (2) employees of the Legislative Analyst and Office of the Auditor General who have had five consecutive years in an exempt position, and (3) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position. Three points are added to the final test score of those candidates who meet the above criteria, and who pass the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for Career Credits, but they must explain their civil service status in the appropriate section on their application Form 678. (Section 4 of Article VII of the California Constitution is posted at 801 Capitol Mall.)

How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Additional List Information:

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Miscellaneous Information:

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.